

Leave of Absence Request for Professional Development

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Request for Leave of Absence

Dear [Supervisor's Name],

I am writing to formally request a leave of absence to attend a professional development program that will enhance my skills and contribute positively to our team. The program is scheduled from [Start Date] to [End Date].

Participating in this program will provide me with valuable knowledge and tools that I believe will significantly benefit my role and our organization's objectives. I ensure that all my current responsibilities will be managed in my absence, and I am happy to assist in the transition process.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]